

**GARDNERVILLE TOWN BOARD**  
**PLANNING WORKSHOP MINUTES**

**February 17, 2005**

The meeting was called to order by Chairman Cook. The Pledge of Allegiance was led by Jim Park.

**PRESENT:**

Thomas J. Cook, Chairman  
Michael W. Philips, Sr., Vice-Chairman  
Randall P. Slater  
Paul A. Lindsay  
Jerry L. Smith

Michael S. Rowe, Town Counsel  
Jennifer Roman, JWA Consulting Engineers  
Jim Park, Town Manager  
Jeff Summers, Maintenance Foreman  
Carol Louthan, Secretary, Sr.

**Approval of the Agenda**, With Board Action to Approve; and to Incorporate in the Motion for Approval of Agenda the Motion Set Forth in Standard Policy No. 7 Regarding Business Impact Statements.

Motion Smith/Philips to approve the agenda as submitted. Motion carried unanimously.

**Public Comment on Any Item Not on Agenda-No Board Action**

No public comment.

**ADMINISTRATIVE AGENDA**

**1. Discussion and possible action on a review of Board direction and scope for community planning**

Mr. Park has been working with Douglas County and the consultant. Needs Board direction on other ideas to look into.

Discussion:

1. Areas - Downtown, North Gardnerville, South Gardnerville
2. Funding Sources: NDOT, Douglas County.
3. Community Advisory Committee: Committee meetings, workshops

(Mr. Rowe joined the meeting at this point in time.)

4. None of town staff will sit on the Citizen Advisory Committee.
5. Consultant working with staff and town board on a regular basis – consultant would like to bring on additional services (someone versed in economics of development)
6. Recommend approving contract even if Douglas County does not assist

Board members did not feel there was any problem with Rose Towner Cook (Chairman Cook's wife) sitting on the Citizen Advisory Committee.

Mr. Rowe did not feel it would be a conflict. They need the input from businesses & residents. It would only be a conflict if somehow there were a benefit to Rose or Tom.

**2. Discussion and possible action on a professional services agreement with RaceStudio, Bruce A. Race, AICP, for Town community planning, authorize a contingency of 10%, and authorize the Chairman to sign the agreement**

Mr. Park asked to change the contract completion date from September 30, 2005 to January 1, 2006

No public comment.

**Motion Slater/Smith to approve the professional services agreement with Race Studios for Community planning with the changes noted. Motion carried unanimously.**

**3. Discussion and Possible Action on Town Strategic Plan Update and Goal Setting for Fiscal Year 05/06**

Discussion:

Long Term Goals

Short Term Goals

Manager's Goals

2004 Year-end report

North County

What businesses should be encouraged to come to the area, problems facing the area, needs of the area

No public comment.

**Motion Smith/Philips to approve the town's strategic plan update and goal setting for 05-06. Items lined out will be removed and items added will become a part of the plan. Motion carried unanimously.**

**4. Discussion and Possible Action on Fiscal Year 05/06 Tentative Budget, including potential additional revenues from Medium Term obligations**

**5. Discussion and Possible Action on Town 5-Year Capital Improvements Program Update.**

Mr. Park asked to take items 4 & 5 at the same time.

Discussion:

Projects outstanding for 2004

Projects for 2005

Events

Small Projects

Scout/volunteer projects

Expand greenwaste program – maybe make a few commercial accounts test cases

Cardboard recycling

**The Board asked that at the end of the season, there be a Volunteer appreciation day and the Town put on a BBQ.**

Discussion:

Property Tax

Town staffing

Salary/Benefits/Cost of Living/Retirement

Changes in Pay Grades and Job Descriptions

Bonding

Legal Services Agreement

Budgets for Town Funds and Enterprise Fund

Mr. Park would like to look at continuing the steps necessary to go through the process of bonding and then hold at that point.

(Five-minute recess)

Mr. Park felt he would not be able to bring back the tentative budget until April, until the issues with the property tax are taken care of. If the Board is comfortable with the goals, he would need approval.

No public comment.

**Motion Smith/Lindsay to approve the Town goal setting for fiscal year 05-06 as amended.  
Motion carried unanimously.**

Jennifer Roman went over the 5-year capital improvements program.

Mr. Park asked Board members if they felt there was anything that needed to be added or deleted? They need to wait until the property tax issue is taken care of before approving the capital improvement program.

Mr. Slater asked Chairman Cook to go back to the salaries. He would like to go back to the County and have Mr. Park's position reclassified. He would recommend they continue to pursue the manager's reclass and Carol's position also.

Board members agreed.

Mr. Smith asked to take a look at redoing the admin building. More room is needed for meetings.

Board members agreed.

**Motion Slater/Philips to adjourn the meeting at 7:22 p.m. Motion carried unanimously.**

Respectfully Submitted,

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Thomas J. Cook  
Chairman

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Jim Park  
Clerk to the Board